Module 7

Employee Training and Development Using DCPDS

Module Overview

Purpose

This Module Overview introduces you to HR-Training Administration. You will access only one application to administer Employee Training and Development: Oracle Human Resources (HR) for employee information.
Note: This module is available for Nonappropriated Fund (NAF), National Guard Bureau (NGB), and Local National (LN) personnel.

Module Contents

Module Overview, Continued

Module Contents (continued)

Module Overview, Continued

Assumptions   In order to use HR-Training, you should have a basic understanding of:
- Oracle HR (People) Application
- Federal Laws and regulations relating to training
- DoD training policy, regulations, and processes
- The OPM Training Policy Handbook
- Requirements of your Component's training policy

Audience

This module is written for	And contains information for
HR-Training users	- Employees - Training Administrators and Personnelists - Training Resource Managers - Managers/Supervisors - Training Monitors/Coordinators - Personnel Generalists - System Administrators

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HR -Training   You will be using Oracle HR to access the Special Information Type (SIT) such as Completed and Required Training, and Education on the Navigation List.

Roles and Responsibilities   Defined roles and responsibilities are determined by each Component. HR-Training allows employees, managers/supervisors, training monitors and coordinators, and personnelists/administrators to request and process training. The roles and responsibilities within the training cycle may be performed by a number of people as determined by each Component, such as the Training Administrator within the HR office, or the organizational Training Monitor/Coordinator.

Definitions   The following definitions show the standard roles for each responsibility. Components can customize these roles as necessary.

Role	Responsibility
HR-Training Personnelist	Complete access to all training processes and reports. Can be limited to specific functions or organizations depending on Component/local decision. (This is typically the personnelist/trainer in the HR training office.)

Module Overview, Continued

Definitions (continued)

Role	Responsibility
HR-Training Administrator	Complete access to all training processes and reports. Change the roles and responsibilities of users for HR-Training functions. (In addition to all HR-Training Personnelist responsibilities, this person will also have the ability to handle some systems administration work associated with HR-Training.)
HR-Training Manager or Supervisor	Complete access to all records and reports for their assigned employees. Capability of completing the Training Request Forms, and printing DD Form 1556. Also, allows access to Completed Training and Required Training areas in HR for assigned organization. Components may determine further restrictions as necessary. This role should also include military supervisors of civilian employees.
HR-Training Organization Training Monitor	Access to training records and reports for their assigned organization. Capability of completing the Training Request Forms, and Printing DD Form 1556. Also, allows access to Completed Training and Required Training areas in HR for assigned organization. Components may determine further restrictions as necessary. This is the person in each organization who is responsible for handling and monitoring training.
Organization Training Coordinator	Access to training records and reports for their assigned unit within the organization. Capability of completing the Training Request Forms, and Printing DD Forms 1556. Also, allows access to Completed Training and Required Training areas in HR for assigned organization. Components may determine further restrictions as necessary.
HR-Training Employee	Access to their own training records, including Completed Training and Required Training. Capability to complete the Training Request Form. This role is not available unless the employee has a User Id and Password which gives access to an Inbox.
HR-Training Fiscal Officer	Access to all cost information on individual, group, and total training costs. (This could be a resource manager in the organization or an individual in the accounting and finance office. More than one person could have this role). Does not have access to employee records.

Module Overview, Continued

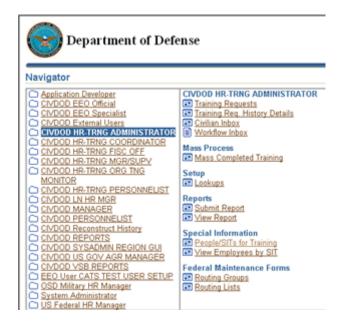**Roles and Responsibilities Screen Access**
(Employee not included at this time)

HR-Training Responsibility/Role	CIVDOD – HR Trng Coor	CIVDOD – HR Trng Mngr/Supv	CIVDOD – HR Org Trng Monitor	CIVDOD – HR Trng Fiscal Offcr	CIVDOD – HR Trng Personnelist	CIVDOD – HR Trng Adm
HR-Training Menu Option						
Training Requests	X	X	X	X	X	X
Training Request History Details	X	X	X	X	X	X
Training Mass Process					X	X
Reports						
Manager Training Budget Report	X	X	X	X	X	X
Training Request Form (DD1556)	X	X	X	X	X	X
Budget Cost Breakdown Report	X			X	X	X
Individual Development Plan (IDP)	X	X			X	X
Civilian In Box	X	X	X	X	X	X
ORACLE HR Menu Option						
SIT - People/Completed Training	X	Assigned Emps	Assigned Org		X	X
SIT - People/Required Training	X	Assigned Emps	Assigned Org		X	X
SIT - People/Education	X	Assigned Emps	Assigned Org		X	X
SIT - View/Lists/Employees by SIT	X					
Completed Training	X	Assigned Emps	Assigned Org		X	X
Required Training	X	Assigned Emps	Assigned Org		X	X
Xtra Info - People/Training Program Req	X	Assigned Emps	Assigned Org		X	X
Federal Maintenance Forms						
- Routing Groups and Groupboxes						X
- Routing Lists						X

Module Overview, Continued

Illustration   The **Responsibilities** Window:

External User   Users who are not currently part of the Oracle database (e.g., military, contractors) can be given access to Oracle HR to primarily perform supervisory duties. They can initiate a Training Request Form (TFR); and other tasks. These users are defined as "External Users." Contact your Training Administrator or System Administrator to set up External Users or see Module 4, Chapter 2, Building External Users.

HR-Training Secure User Views   You must be assigned an HR-Training Secure User View by your System Administrator before you can see employee records based on the organization(s) you service or the position hierarchy. Additionally, you must have an HR-Training Secure User View to process HR-Training actions in your Civilian Inbox, initiate a Training Request Form, or request Training Reports.

Owned vs. Serviced Rule   If you service personnel belonging to another agency, the rules of the owning agency will apply to recording Completed Training.

♥ **Example:** If Navy services an Air Force employee, Air Force rules will apply.

Module Overview, Continued

**Education
Information**

Employee education data may be accessed to check for course prerequisites, tuition assistance, and for other reasons. To access Education data for an employee:

> **Navigation Path** > *SIT* > *Open*. The **Find Person** window opens. Query for the employee and the **People** window opens. Click **Special Information**. The **Special Information** window opens. Scroll to *Education* and click the *Details* data field for specific information (or click [**F11**], type *Education*, and click [**CTRL +F11**]). Note: If the Information Exists Checkbox is not checked, then no data is stored in the Descriptive Flexfield.

Completed Training and Required Training are also found under **Special Information**.

Note: Managers/Supervisors, Training Coordinators, and Training Monitors have "read only" access to employee education.

Module Overview, Continued

Training Program Requirements

Training Program Requirements (e.g., Supervisory Course Completed, Special Program Identifier, Date Training Obligation Expires, and other programs) are found under **Extra Information**. To access this data for an employee:

Navigation List > *People >* *Enter and Maintain >* **Open**. The *Find Person* window opens where you can query for the employee. When selected record appears, click **Extra Information**. Scroll to *Training Program Requirements* or query for it and click the *Details* data field for specific information.   If you are logged in under a HR-Training responsibility, *Training Program Requirements* will be the only DDF to appear.

Module Overview, Continued

**Continued
Service
Agreement**

The Continued Service Agreement (**CSA)** is generated along with the
DD Form 1556 when printed. Follow your Component's policy for
completion. The date the CSA expires is entered in the People Record
> **Extra Information >** *US Federal Person Service Obligation.*
Scroll to ***Training Program Requirements*** or query for it and click
the ***Details*** data field for specific information.   If you are logged in
under a HR-Training responsibility the *US Federal Person Service
Obligation* will appear.   Select the Training Received (01) code from
the LOV then enter the Service Obligation Start and End dates.

**Tracking
Degree
Training
Courses**

See Chapter 4, Tracking Degree Program Training Courses, in this module
for details.

**HR-Training
Workflow**

The sequence from the initial request to the HR-Training Administrator:
    Completion of the Training Request Form
        ⇒ Routed for approvals
        ⇒ TRF used as a contract with vendor (i.e., to document costs,
            training location information and as a 'ticket' to attend a class.)
        ⇒ Only completed data is recorded in the employee record
        ⇒ Printed copy can be offered for the employee

HR-Training

You will access one application to administer Employee Training and
Development which is Oracle Human Resources (HR) for employee
information.

Continued on next page

Module Overview, Continued

HR-Training Definitions

Term	Definition
Completed Training	Training completed either on or off-duty.
Continued Service Agreement (CSA)	An employee selected for training agrees in writing *before* assignment to training to continue in federal service based on OPM and component policy.
Direct Cost	Tuition and fees directly supporting training.
External Users	Supervisory personnel outside the database that may need to access their employee's records.
Extra Information	Categories of information that reside on the People record such as Special Training Requirements. Only one entry per category can be input, such as TSP vs. a SIT where multiples can be input.
Indirect Cost	Travel costs to include travel and per diem.
Individual Development Plan (IDP)	Completed Training information extracted from employee's record.
Method	Training received through a Seminar, Classroom, Multi-media, or other means.
Notifications	Notices in the Civilian Inbox that describes the nature of the actions (e.g., training request awaiting approval).
Reports	Standard reports, extracting the DD Form 1556, the Training Request Form, and Ad Hoc Reports.
Required Training	Mandated by law, Executive Order, DoD, Component, installation, etc., stores this data in a separate area for reference.
Responsibility	Each responsibility lets you access a specific set of forms, menus, reports, and data to fulfill your business role. Several users can share a responsibility, and a single user can have multiple responsibilities.
Special Information Types (SIT)	Categories of personal information that reside on the People record of Oracle HR such as Completed or Required Training, and Education where multiple occurrences can be stored.

Module Overview, Continued

HR-Training Definitions (continued)

Term	Definition
Training Request Form (TRF)	Used to request training and forward through Civilian Inbox to approving offices. It contains part of the information that system-generates a DD Form 1556, from the employee's record.
Training Source	Government, College/University, Other DoD, etc.
Type	A five-digit code used by Army, Navy, Air Force and NSPS for delineating their training types.

Stages of the Training Cycle

Using HR-Training, the main stages in the training cycle are as follows:

Stage	Description	Application
1	**Identify Training Needs –** Nominate students and request training.	Completed Training and Required Training (Special Information Type)
2	**Approve Training** – To be conducted by approving Training Request Forms (TRF). • Send TRFs through appropriate levels. You must know who you are to send the request to as there is no specific routing list.	HR-Training

3	**Manage Training** - Manage enrollments, cancellations, attendance and completions:
	• Handle enrollments through stages:
	   • Nominations
	   • Waiting Lists
	   • Confirmations
	   • Cancellations
	   • Standard letters as required
	   • Actual expenses tracked
	• Completed training recorded in the employee record.
		Components Choice of Software
		
		Oracle HR – People (Special Information Type)

Module Overview, Continued

OPM Course Training Type Codes

OPM Course Training Type Codes with expanded functional codes will be used in the Completed Training.

Type	Definition
1-A	Executive
1-B	Management
2-C	Supervisory
2-W	Recurring
3-E	Legal
3-F	Medical
3-G	Scientific
3-H	Engineering
3-I	Other Professional
4-J	Administration and Analysis (Public/Business Administration, Personnel Training, EEO, Logistics, Finance, Systems Analysis, Policy, Program or Management Analysis, or Planning)
5-D	Spec/Tech (Acquisition)
5-N	Spec/Tech (Human Resources, Safety, History, Community Planning)
5-O	Spec/Tech (Accounting, Financial Management, Computer Operations/Sciences, Agriculture, Radio Operations, Navigation.)
5-P	Spec/Tech (Tech Writing, Librarian, Pavement Maintenance, Project Management)
5-Q	Spec/Tech (Supply, Procurement, Transportation, Inventory Management, Vehicle, TQM)
6-K	Clerical
7-R	Trades/Crafts (Electrical, Digital)
7-S	Trades/Crafts (Aircraft, Auto, Elevator, Hydraulics, Ship, Mechanics, Locksmithing, Equipment)
7-T	Trades/Crafts (Photography, X-Ray, radiology)
8-L	Orientation
9-M	Adult Education

Module Overview, Continued

Navigation List   The following HR-Training functions will <u>not</u> be available to all users. Functions are available based on assigned responsibilities as assigned by each component.

Module Overview, Continued

Training Request Form

The **Training Request Form (TRF)** is a simplified method used to request training through HR-Training. Employees, supervisors, training monitors, or training managers can complete the one-page window. By clicking the List Of Values (LOV) (the '…'ellipsis at the end of the field) you can select basic employee data by choosing a name from the list. Select the employee and the Organization, Title, Plan/Series/Step/Grade, SSAN, Office Phone, Handicapped, and Type of Appt fields will auto-populate. The Course Code, Title, Source, Location, and Priority are free text form. When the form is completed, it can be forwarded electronically to the next approving level. For more information, see Chapter 1, Requesting Training, in this module.

Note: A completed DD Form 1556 can be printed after each stage of the TRF is completed.

Illustration

The **Training Request Form:**

DD Form 1556 SF 182

The DD Form 1556/SF182 can be the method for requesting training.
- It is an output form that can be printed when needed for written or official documentation.

- The DD Form 1556/SF182 may be viewed and printed at each level in the approval process but will print only those portions that have been completed up to that point.

Module Overview, Continued

DD Form 1556

Module Overview, Continued

SF Form 182	

Module Overview, Continued

Individual Development Plan (IDP)	The **IDP** information can be extracted from the **Completed Training** data fields in Oracle HR (People>Special Information) using your Component's query tools.

Workflow Inbox	HR-Training uses the Workflow Inbox to display notifications initiated by you or routed to you. • Training Request Forms and other actions are stored and routed through the Workflow Inbox for approval or required follow-on action. • See Chapter 1, Requesting Training, Accessing the Workflow Inbox, in this module and Module 1, Fundamentals of the DCPDS, Chapter 7, Folders.

Note: Separate folders can be established for HR-Training actions versus Request for Personnel Actions (RPAs). However, to process a Training Request, you must be in a role with HR-Training responsibility.

Illustration	A **Work Flow Inbox** window:

Reports and Career Briefs	All training-related career briefs and reports are available through Processes and Reports. Additionally, managers and training coordinators may access specific budget reports on their employees. The Civilian Servicing Unit (CSU) can also be accessed to retrieve Employee Training History and career briefs on Education, Acquisition, and others.

Module Overview, Continued

Navigation List   The **Navigation List** with Associated Windows and Topics:

Navigation List	Associated Window(s)	Procedure Steps by Topic
Training Requests	Training Requests	Completing the Training Request Form
Training Req: History Details	Training Request - Routing History	Training Request Form Routing History
Mass Process		
Mass Completed Training	Mass Completed Training	Uploading training completions in a mass process from a spreadsheet
Setup		
Lookups	Application Utilities Lookups	Lookup capability of attached tables
Reports		
Submit Report	Submit Requests	Printing a DD Form 1556 or SF182 Printing a Student Course Eval
View Report	Completed Requests	Viewing Reports and Forms
SIT Completed/Required Training		
People/SITS for Training	Find Person People	Updating Required Training in HR Retrieving and Updating Completed Training
View Employees by SIT	Select criteria from SIT	View list of employees
Workflow Inbox	Notifications Summary	Processing training actions in the Civilian Inbox
Federal Maintenance Forms		
Routing Groups		Special Training Programs
Routing Lists		List of associated routing personnel